

Mission: The Ludington Area School District, in partnership with parents and community, will educate and empower students to adapt and succeed in their future.

Finance Committee Meeting

Date: November 12, 2020

Time: 5:30 p.m.

Place: Ludington Area School District Administration Office
809 E. Tinkham Avenue, Ludington, Michigan

- 1) CALL TO ORDER & ROLL CALL
 Josh Snyder Steve Carlson Scott Foster
- 2) CITIZEN PARTICIPATION
- 3) AGENDA MODIFICATION
- 4) DISCUSSION ITEMS
 - a) Certified District Pupil Membership Count Day Enrollment
 - b) Approval of Traffic Signal Easement Payments
 - c) Elementary Bond Project Application and Certificate for Payment #7
 - d) Review Financial Audit Documents and Audit Exit Conference
 - i. Financial Statements
 - ii. Schedule of Expenditures of Federal Awards (SEFA)
 - e) Planning for Retirement of Food Service Director
 - f) Update on Extended COVID-19 Continuity of Learning Plan
 - g) Updates from Other Committees
- 5) OTHER ITEMS OF BUSINESS & ANNOUNCEMENTS
- 6) ADJOURNMENT

This is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. Official minutes of the Ludington Board of Education are available for public inspection during normal business hours at the Board of Education's Central Business Office, 809 E. Tinkham Avenue, Ludington, Michigan, 231-845-7303. The Ludington Area School District is an equal opportunity employer and provider. If you are an individual with a disability who is in need of special accommodations to attend or participate in a public meeting please contact Superintendent Jason J. Kennedy at 231-845-7303 at least 24 hours prior to the meeting or as soon as possible.

Memorandum - Office of the Superintendent

TO: Board of Education
FROM: Jason Kennedy, Superintendent
RE: Finance Committee Meeting ~ Agenda Notes

CITIZEN PARTICIPATION

Review Board Policy 0167.3: Public Participation at Board Meetings

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

To permit fair and orderly public expression, the Board shall provide a period for public participation at every regular meeting of the Board and publish rules to govern such participation in Board meetings. The rules shall be administered and enforced by the presiding officer of the meeting.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business, or at the discretion of the presiding officer.
- B. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address, and group affiliation, if and when appropriate.
- C. Each statement made by a participant shall be limited to three (3) minutes duration.
- D. No participant may speak more than once.
- E. Participants shall direct all comments to the Board and not to staff or other participants.
- F. The presiding officer may:
 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- G. The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes, but the timeframe will be extended, if necessary, so that no one's right to address the Board will be denied.
- H. Tape or video recordings are permitted. The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment, and agrees to abide by the following conditions:
 1. No obstructions are created between the Board and the audience.
 2. No interviews are conducted in the meeting room while the Board is in session.

3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.
- I. Each Board agenda will include the following statement, "Public participation shall be permitted only as indicated on the order of business."

Revised: January 21, 2019

Legal: M.C.L.A. 15.263(4)(5)(6), 380.1808

DISCUSSION ITEMS

Certified District Pupil Membership Count Day Enrollment

We will review the certified fall pupil membership count day enrollment for the District that has been submitted to the State. The numbers are still subject to audit by the West Shore ESD and the State of Michigan; however, we have now certified our enrollment. This takes into account all of the two way contacts and communications that are required of online learners, as well as participation and attendance of our students in each of the programs that we are offering.

Approval of Traffic Signal Easement Payments

The District has come to an agreement with the two (2) property owners who live at the corner of Bryant Rd. and Jebavy Dr. as it pertains to the easement required to install the traffic signal at this intersection as part of the elementary school bond project. We will discuss the details of the agreement and ask for the Board to approve payment according to the terms of the agreement for each of these easements.

Elementary Bond Project Application and Certificate for Payment #7

We will need an action item at the Board meeting on Monday to approve the certificate for payment on the elementary school bond project and to authorize the District to pay **\$1,559,861.78**, as certified by the architect and construction manager, and as outlined in the Certificate for Payment. The District received the authorized documents on November 9, 2020.

Review Financial Audit Documents and Audit Exit Conference

The auditors at Hungerford Nichols have completed the financial statements and the Schedule of Expenditures of Federal Awards (SEFA). We will review these documents with the Board in preparation for the audit exit conference. The auditors from Hungerford Nichols will be available virtually at the Board meeting on Monday, November 16, 2020. This is how we have handled the audit exit conference in the past.

Planning for Retirement of Food Service Director

We have received the retirement notice for Donna Garrow, the District's Food Service Director, effective at the end of December 2020. We will continue to discuss options for replacing this position.

Update on Extended COVID-19 Continuity of Learning Plan

On August 20, 2020, Governor Whitmer signed House Bill 5913 into law as Public Act 149. Section 98a states that in order to receive state aid for 2020-2021, districts must provide for

instruction under an extended COVID-19 Learning Plan (“Plan”) that has been approved by an intermediate district or authorizing body. The Plan does not replace the District’s/PSA’s COVID-19 Preparedness and Response Plan, it is an additional plan that includes new assurances and sections on educational goals, instructional delivery, grading, and equitable access.

Section 98a(1)(c) states, “Thirty days after the approval of the plan under subsection (2), and every 30 days thereafter, the district must, at a meeting of the board or board of directors, as applicable, of the district, reconfirm how instruction is going to be delivered during the 2020-2021 school year. Public comment must be solicited from the parents or legal guardians of the pupils enrolled in the district during a meeting described in this subdivision.” Section 98a(1)(i) states, “The district shall publicly announce its weekly interaction rates under this subdivision at each reconfirmation meeting described in subdivision (c) and make those rates accessible through the transparency reporting link located on the district’s website each month.”

We will review the Extended Continuity of Learning Plan Reconfirmation Meeting template and reconfirm how instruction is going to be delivered during the 2020-2021 school year, accept public comment during the meeting from parents and/or guardians on the Extended Learning Plan, and review weekly 2-way interaction rates. We will also discuss any changes to the plan. We will also complete each of these tasks at the Board meeting on Monday so that the Board can reconfirm the District’s Extended Continuity of Learning Plan.

Updates from Other Committees

We will review updates from each of the other committees in preparation for the Board meeting on November 16, 2020.